



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **09-288** s, 2026

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
All Others Concerned

**DIGITIZATION, QUALITY ASSURANCE, REFINEMENT, FINALIZATION AND
DIGITAL REPOSITORY WORKSHOP**

1. The Schools Division of Siargao, through the Curriculum Implementation Division-Learning Resource Management Section (CID-LRMS), shall conduct the Digitization, Quality Assurance, Refinement, Finalization, and Digital Repository Workshop in two phases. Phase 1 shall be conducted on October 16-18, 2026, and Phase 2 on November 6-8, 2026, at EY Miner Suites, Surigao City.
2. The workshop aims to strengthen the competencies of teacher-developers, illustrators, and learning resource evaluators in the digitization, quality assurance, and digital management of SLMs and other learning resource materials. Specifically, it seeks to:
 - a) facilitate the systematic digitization and enhancement of identified learning resources;
 - b) ensure compliance with applicable learning resource quality standards through appropriate evaluation and refinement processes; and
 - c) improve the organization, metadata, accessibility, and utilization of quality-assured resources through the division's digital repository.
3. The participants are composed of identified teacher-developers, illustrators, and learning resource evaluators. The official list of participants with their respective terms of reference is attached as an enclosure to this Memorandum. Participants are expected to actively engage in the assigned digitization, evaluation, quality assurance, refinement, and repository enhancement activities and complete the required outputs within the prescribed workshop period.
4. All participants are required to bring their laptops, extension wires, and printed Budget of Work (BOW) corresponding to their assigned learning resources.
5. Teacher-participants who have scheduled classes during the workshop shall coordinate with their respective school heads and secure appropriate arrangements for Alternative Delivery Mode (ADM) or other authorized learning delivery arrangements for





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learners who will be left in their classes. School heads shall ensure that the continuity of learning is maintained during the participation of the concerned teachers in the workshop.

6. Participants who render services during the workshop activities scheduled on Saturdays and Sundays shall be granted service credits, subject to applicable DepEd policies, rules, and regulations governing the grant of service credits.

7. Expenses Travel expenses and other allowable expenses incurred in connection with the conduct and participation in the workshop shall be charged against available local funds, subject to the availability of funds and the usual accounting and auditing rules and regulations.

8. For further queries and clarifications, please contact Neni E. Dumanjog, LR Manager, or Nathaniel A. Congreso, Jr., Project Development Officer II, through the Learning Resource Management Section.

9. Immediate and wide dissemination of this Memorandum is desired.


MANUEL O. CABERTE
Schools Division Superintendent

Encl: As stated

Reference: As stated

NONE

To be indicated in the Perpetual Index under the following subjects:

Digitization Quality Assurance Workshop

CID/ned
9/28/26



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Enclosure 1. Activity Matrix

Time	Topic	Facilitator	Expected Output
Phase 1			
DAY 1 – Orientation of Writers and Quality Assurance Team October 16, 2026			
8:00–8:30 AM	Registration and Opening Program	PMT	Participants registered and oriented
8:30–9:00 AM	Roles and Responsibilities of Writers, QA Team, and Layout Artists	Neniel E. Dumanjog - EPS	Clear understanding of individual roles and deliverables
9:00–10:00 AM	Layout, Formatting, and Digital Conversion – ADM LR Standards	Nathaniel A. Congreso, Jr. – PDO II	Writers and QA Team oriented on DepEd standards, policies, and timelines
10:00–12:00 NN	CANVA 101: Designing Engaging and Interactive Digital Learning Resources	Laurix Marx N. Congreso – T III	completed and visually engaging digital learning resource designed using Canva
12:00–1:00PM	Lunch Break		
1:00–2:00PM	Downloading of ILAW format Lesson Plan	Teacher-Developers	Downloaded LPs
2:00–5:00PM	Review and Checking of ILAW-Lesson Plans	LA Supervisors and Teacher-developers	Reviewed & Checked LPs
DAY 2 – Development Workshop October 17, 2026			
8:00 – 12:00NN	Transforming Learning Content into Interactive Digital Learning Resources	Argie E. Libay – Instructor I	completed and functional interactive digital learning resource developed
12:00–1:00PM	Lunch Break		
1:00–2:00 PM	Assignment of SLM Development Tasks	Neniel E. Dumanjog – EPS-LR	Development plan and writing assignments completed
2:00–6:00 PM	Workshop 1: Digitization		
DAY 3 – PRESENTATION AND CRITIQUING OF OUTPUT October 18, 2026			
8:00–12:00 AM	Workshop 1: Continuation	Nathaniel A. Congreso, Jr – PDO II	Draft
12:00–1:00PM	Lunch Break		
1:00–2:00 PM	Uploading of Digitized and Interactive Presentation	Teacher-developers	
2:00–5:00 PM	Peer Review and Coaching Sessions	QA Team / Subject Specialists	Initial comments and recommendations documented



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Time	Topic	Facilitator	Expected Output
Phase 2			
DAY 1 – Presentation of Output November 6, 2026			
8:00–8:30 AM	Registration and Opening Program	PMT	Participants registered and oriented
8:30–12:00 NN	Grade 4 - Presentation of Final Output	Teacher-developers	Final Output
12:00-1:00PM	Lunch Break		
1:00-5:00 PM	Grade 7 - Presentation of Final Output	Teacher-developers	Final Output
DAY 2 – Refinement and Finalization November 7, 2026			
8:00–12:00 NN	Revision of Content, Language, and Activities	Teacher-developers	Revised output
12:00 – 1:00 PM	Lunch Break		
1:00-5:00 PM	Finalization of the Output	Teachers-developers	Finalized Output
DAY 3 – DEMO TEACHING November 8, 2026			
8:00–10:00 AM	Simulations: Grade 4 (1 representative) Grade 7 (1 representative)	Demo Teacher	
10:00–12:00 NN	Uploading of the Final Output in the BANDONG	Teacher-developers	Uploaded Outputs
12:00-1:00PM	Lunch Break		
1:00–4:30 PM	Peer Review and Coaching Sessions	QA Team / Subject Specialists	Initial comments and recommendations documented
4:30-5:00PM	Closing Program, Awarding of Certificates, and Next Steps	Schools Division Office Management Team	Official turnover of quality-assured and digitized SLMs ready for implementation



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Enclosure 2. List of Participants

Participants	Position	Office/School
1. Manuel O. Caberte	SDS	Division Office
2. Roel T. Diamante	ASDS	Division Office
3. Gemna G. Pobe	Chief ES	CID
4. Fernando A. Dones, Jr.	EPS - Aral Pan/Content Evaluator	CID
5. Relyn D. Raza	EPS - Science/Content Evaluator	CID
6. Florangel S. Arcadio	EPS - Math/Content Evaluator	CID
7. Randy A. Rudila	EPS - Filipino/Content Evaluator	CID
8. Elias G. Brina	EPS - MAPEH/Content Evaluator	CID
9. Marites T. Penera	EPS - English/Content Evaluator	CID
10. Luz Sandra R. Fernandez	EPS - EPP/TLE/Content Evaluator	CID
10. Aniesol C. Lasala	EPS - ALS/Content Evaluator	CID
11. Neni E. Dumanjog	EPS - LR PDO II/Layout & Design Evaluator	CID
12. Emilie C. Pomoy	PSDS/Content Evaluator	CID
13. Julius P. Tesiora	PSDS/Content Evaluator	CID
14. Regemie A. Alburo	PSDS/Content Evaluator	CID
15. Rolando S. Sapuras	PSDS/Content Evaluator	CID
16. Girlie Joi Bamba C. Sanico	PSDS/Content Evaluator	CID
17. Sarachen L. Sangco	PSDS/Content Evaluator	CID
18. Joseph D. Solana	PSDS/Content Evaluator	CID
19. Leah G. Mones	PSDS/Content Evaluator	CID
20. Kathleen M. Jornales	PSDS/Content Evaluator	CID
21. Marites M. Petallo	PSDS/Content Evaluator	CID
22. Nathaniel A. Congreso, Jr.	PDO II/Layout & Design Evaluator	CID
23. Cristy S. Forcadilla	MT III/Content Evaluator	Dapa NHS
24. Ivie T. Lagarde	MT II/Content Evaluator	San Benito NHS
25. Joris T. Sulima, RGC	MT I/Content Evaluator	Dapa NHS
26. Argie E. Libay	Faculty	SNSU - DC
27. Ferosana D. Tesiora	SEPS - HRD	SGOD
28. Aquino D. Garcia	SEPS - M&E	SGOD
29. Carl Christian Tan	Nurse II	SGOD

Learning Area	No.	Teacher-Developer	Position	School	District
Aral Pan 4	29	Neil T. Monte de Ramos	T I	Dapa CES	Dapa West
	30	Noel Lasala	MT I	Pilar CES	Pilar
	31	Alvin Rayon	T I	Salog ES	Socorro East
	32	Donnamae L. Piao	T II	Atoyay ES	Socorro West
	33	Margie Cubillanes	T III	SOCES	Socorro West
English 4	34	Janedie T. Limbaro	T I	N Sering ES	Socorro East
	35	Glyn C. Barbero	T I	Sayak ES	Numancia District



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	36	Glecy G. Tesiorna	T II	Sta. Fe ES	General Luna
	37	Flordeliza A. Garay	MT II	Bongdo ES	Bursan
	38	Carine L. Regalado	T III	San Miguel ES	Bursan District
Science 4	39	Jade L. Besinga	T-I	Sayak ES	Numancia District
	40	Joan B. Cuartero	T-II	Salvacion ES	Pilar District
	41	Echil O. Alaba	T-I	Burgos CES	Burgos District
	42	Fern Ann G. Tulbanos	T-I	Antipolo ES	Numancia District
	43	Marites T. Elandag	T-I	San Carlos ES	Dapa West District
Mathematics 4	44	Marsyl B. Cagula	T-III	Dapa CES	Dapa West
	45	Wilma Bonono	T-I	Pacifico ES	San Isidro
	46	May-Ann M. Tillo	T-I	GLCES	Gen. Luna
	47	Roxanne Balbuena	T-III	Union ES	Dapa East
	48	Chris Jenison Laugo	T-III	Nueva Estrella CES	Socorro West
GMRC 4	49	Jemarie S Elico	T I	Jubang ES	Dapa West
	50	Chaira May Garidos	T I	Roxas ES	San Isidro
	51	Marlou B. Camingue	T III	Katipunan ES	Pilar
	52	Regen Sapuras	T I	Don Paulina ES	Dapa East
	53	Jessa Lyka F. Savandal	T III	Union ES	Dapa East
MAPEH 4	54	Kristine M. Orboc	T I	Abad Santos ES	Sapao
	55	Divine Grace Gonzales	T III	Numancia CES	Numancia
	56	Joecol C. Galanida	T I	San Juan ES	Bursan
	57	Roseann M. Sulapas	T III	Catabaan ES	Dapa West
	58	Marietta G. Dulguime	T III	Sta. Fe ES	General Luna
Filipino 4	59	Jackelou P. Galo	T-III	Socorro CES	Socorro East
	60	Nissan Lyka C. Macabodbod	T-III	Socorro CES/SPED	Socorro East
	61	Joecol L. Piao	T-I	N. Sering ES	Socorro East
	62	Kathlen C. Cobol	T-I	Abad Santos ES	Sapao
	63	Rigen Raiza J. Guma	T-I	Pelaez ES	San Isidro
EPP 4	64	Milagrosa M. Calayag	MT-II	Lobogon ES	Numancia
	65	Ivy E. Despoy	T-I	Del Pilar CS	Socorro West
	66	Lovely M. Bisaya	T-III	Buhing Calipay ES	San Isidro
	67	Penie E. Domagtoy	T-VI	Datu ES	Pilar
	68	Shelah E. Murcia	T-I	Cabawa ES	Dapa East

Learning Area	No.	Teacher-Developer	Position	School	District
Aral Pan 7	69	Joan L. Dizon	T I	Socorro NHS	Socorro East
	70	Geneveth Gemparo	T III	General Luna NHS	General Luna
	71	Lester C. Aclo	T I	Dapa NHS	Dapa West
	72	Margeline P. Llano	T VI	Del Carmen NHS	Numancia
	73	Frecel Mae C. Reambonanza	T I	Pilar NHS	Pilar
English 7	74	Nicole B. Pejan	T I	Alegria NHS	Sapao
	75	Eumelyn Sumaylo	T I	Pilar NHS	Pilar
	76	Cris T. Betronio	T III	Consolacion NHS	Dapa East



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	77	Lenlee S. Jabay	T I	Nueva Estrella NHS	Socorro East
	78	Kenneth E. Savandal	T VI	San Isidro NHS	San Isidro
Science 7	79	Briane S. Salvacion	T-II	Libertad NHS	Sapao
	80	Queenielle M. Cubillan	T-II	Sta. Fe NHS	General Luna
	81	Lizel Joy P. Sulima	T-II	Consolacion NHS	Dapa East
	82	Riza Taborada	T-II	Dagohoy NHS	Dapa West
	83	Jay Alegre	T-I	San Isidro NHS	San Isidro
Mathematics 7	84	Ana Lea G. Degorio	T-I	Sapao NHS	Sapao
	85	Yanneza Jean M. Samson	T-I	Pilar NHS	Pilar
	86	ReAnn A. Sinday	T-II	San Benito NHS	San Benito
	87	Ruth A. Ruaya	T-VI	Socorro NHS	Socorro
	88	Madel De Guia	T-I	Del Carmen NHS	Numancia
Values Education 7	89	Chimene Ramirez	T II	Socorro NHS	Socorro East
	90	Marnie C. Escosura	T VI	General Luna NHS	General Luna
	91	Espane T. Matugas	T II	Oguing NMNHS	Numancia
	92	Erickson Diadula	T I	Union NHS	Dapa East
	93	Donna Longo	T III	Sapao NHS	Sapao
MAPEH 7	94	Karen Mie D. Caindoy	T I	Maribojoc IS	Bursan
	95	Khatrine Mae V. Solis	T I	Roxas NHS	San Isidro
	96	Louise C. Arreza	T I	Dapa NHS	Dapa West
	97	Carrie C. Echem	T III	Pamosaingan NHS	Socorro East
	98	Anatalio Cagatin	T III	Oguing Navarro Memorial NHS	Numancia
Filipino 7	99	Hannah Leah Orquiza	T-I	Alegria NHS	Sapao
	100	Jexan J. Garido	T-III	Roxas NHS	San Isidro
	101	Hernan B. Estaloza	T-III	Union NHS	Dapa East
	102	Genelon T. Golo	T-I	Oguing NHS	Numacia
	103	Mailyn A. Malaza	T-III	Pilar NHS	Pilar
TLE 7	104	Elizabeth G. Monter	T-I	Union NHS	Dapa East
	105	Linie T. Murillo	MT-I	San Isidro NHS	San isidro
	106	Radelyn V. Aredidon	T-III	Dapa NHS	Dapa West
	107	Charlene Gengie G. Epe	T-I	Socorro NHS	Socorro East
	108	Fe Gen S. Maturan	T-I	Gen. Luna NHS	Gen. Luna
Speaker	109	Lauris Marx N. Congreso	T II	Siargao NSHS	Dapa West
Documenter	110	Brylle Henson F. Luna	AO II	Mabini ES	Sapao



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Enclosure 3. Term of Reference

Role/ Designation	Purpose/ Function	Terms of Reference / Key Responsibilities	Expected Outputs
Teacher- Developers	Develop and digitize learning resources based on identified learning competencies, standards, and prescribed learning resource development guidelines.	1. Review and analyze the assigned learning resource and identify content, competencies, and learning activities to be digitized. 2. Convert approved learning resources into appropriate digital and interactive formats. 3. Ensure that the digitized material is aligned with the curriculum, learning competencies, and intended learning outcomes. 4. Incorporate appropriate multimedia elements, hyperlinks, interactive activities, and learner engagement features, when applicable. 5. Ensure accuracy, appropriateness, accessibility, and functionality of the developed digital learning resource. 6. Revise the resource based on the comments and recommendations of content and design evaluators. 7. Comply with prescribed file formats, naming conventions, metadata, and repository requirements. 8. Submit the completed and revised digital learning resource and corresponding documentation within the agreed timeline.	• Digitized learning resources • Editable/source files • Final digital files • Completed metadata/information sheets • Revised resources incorporating QA recommendations
Content Evaluators	Ensure the accuracy, relevance, curriculum alignment,	1. Examine the content of the assigned learning resource against the applicable curriculum	• Accomplished content evaluation/QA tool • Consolidated comments and recommendations



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	appropriateness, and quality of the content of digitized learning resources.	standards, competencies, and learning outcomes. 2. Validate the accuracy, relevance, completeness, and currency of concepts, information, examples, and activities. 3. Check the appropriateness of language, illustrations, examples, and activities for the intended grade level and learners. 4. Check alignment among learning objectives, content, learning activities, assessment tasks, and expected outcomes. 5. Identify factual, conceptual, grammatical, contextual, and instructional errors. 6. Review the integration and accuracy of multimedia and supplementary content used in the resource. 7. Accomplish the prescribed content quality assurance/evaluation tool and provide specific recommendations for improvement. 8. Validate revisions made by the teacher-developers and recommend the resource for approval once quality standards are met.	- Validated and corrected content - Final content validation report/recommendation
Layout and Design Evaluators	Ensure that the visual presentation, usability, readability, accessibility, and technical design of digitized learning resources conform to prescribed standards.	1. Evaluate the overall visual design, layout, typography, graphics, color, spacing, and organization of the digital learning resource. 2. Check consistency of design elements, templates, headings, icons, buttons, navigation, and page/screen presentation. 3. Assess the readability, accessibility, learner-friendliness, and	- Accomplished layout and design evaluation/QA tool - Consolidated design recommendations - Validated layout and design - Final design/technical validation report



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		appropriateness of visual elements for the target learners. 4. Check the quality, relevance, resolution, placement, and proper attribution of images, illustrations, audio, video, and other multimedia elements. 5. Test hyperlinks, navigation buttons, interactive elements, embedded media, and other digital functionalities for usability and consistency. 6. Identify design, formatting, accessibility, and technical issues that may affect learner engagement or use of the resource. 7. Accomplish the prescribed layout and design evaluation/QA tool and provide specific recommendations. 8. Validate revisions made by the teacher-developers and recommend the resource for finalization once standards are satisfied.	
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